



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P.O. BOX 119
HONOLULU, HAWAII 96810-0119

NOV 10 1999

COMPTROLLER'S MEMORANDUM NO. 1999-35

TO: Heads of Departments

ATTN: Payroll Offices

SUBJECT: Payroll Considerations at End of Calendar Year 1999

Departmental payroll staffs are urged to clear all pending payroll adjustments as soon as possible to minimize correcting 1999 wage and tax statements after the end of the calendar year.

Payroll checks to be cancelled, reimbursements of overpayment, and salary-workers' compensation type adjustments should be submitted to DAGS Central Payroll immediately by the employing departments and agencies. Departments with decentralized payroll activities should remind departmental staff of the need throughout the department to route all cancellations and reimbursements to the appropriate central offices without delay.

If the check cancellations, reimbursements of overpayment, and salary-workers' compensation type adjustments are received at DAGS Central Payroll by 8:00 a.m. on Thursday, December 30, 1999, the 1999 wage and tax statements to be released to the employees on January 31, 2000, will reflect the adjusted amounts.

If payroll adjustments are received after the above deadline, corrected 1999 wage and tax statements will be released, via the department, only after the adjustment has been effected in the payroll system and the necessary work involved in preparing corrected wage and tax statements has been completed. Payroll adjustment for cash recovery of overpayment received by DAGS Central Payroll AFTER the deadline, MUST include State and Federal income taxes.

This memorandum is a normal year-end reminder. Departments and agencies must realize that the currently scheduled normal turnaround time for processing payroll adjustments may be delayed because of: a) the heavy volume of year-end payroll work scheduled for the first few months in calendar year 2000, b) the additional work generated with the BU 07 payroll processing, and c) the reduction of staff in Central Payroll.

With your help in assuring that this reminder is circulated to the appropriate offices in your department or agency, the need to issue corrected statements can be held to a minimum. Your cooperation is greatly appreciated.


RAYMOND H. SATO
State Comptroller